

WebTADS Training

Leave Planner

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Purpose

- ◆ Provide electronic requests and approvals in WebTADS for leave.
- ◆ Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor / approver.

Reason

- ◆ Per a memo from the Agency Administrator date May 16, 2002:
 - Employees will electronically request leave
 - Supervisors will electronically approve / disapprove within 48 hours
 - 48 hours after notification of the request, the leave request is automatically approved

Hour Type Groups

20 hour types are included in the leave request options.

AL	FMSF
CL	FMSS
COP	HOME
CRU	LWOP
CTU	ML
DELU	RCTU
DMLU	RL
FFSL	SL
FMAL	TOA
FMLLW	XLV

Deadlines for Requests

◆ How late a request may occur

- Request may be made “after” the time worked (in the current pay period)
- Request may not be for a prior pay period
- Unapproved requests will not impact the ability to approve a timesheet

Leave Planner - Employee

Click the LV icon in on the timesheet toolbar.

The screenshot shows the WebTADS interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://localhost/servlet/com.webtads.view.login.LoginServlet>. The page title is "WebTADS TEST (DEVELOPMENT)". The user is logged in as "URSULA SEAWITCH" with location "9999". The system is "Normal" and the date is "06/27/2003". The user's SSN is "888-88-8881" and their tour of duty is "08:00A-04:30P". The user's email is "JOHN.DOE@TEST.NASA.GOV".

The main content area displays "Hello from WebTADS." and a toolbar with "Update" and "Reset" buttons. The toolbar also shows the current status "Normal (04/20/2003 - 05/03/2003)" and a calendar icon. A red arrow points to the "LV" icon in the toolbar, which is used for the Leave Planner.

The approval status is "N". Below the toolbar is a table showing the timesheet data for the week of 04/20/2003 to 05/03/2003.

Project	Total	Sun 04/20 0.0	Mon 04/21 8.0	Tue 04/22 8.0	Wed 04/23 8.0	Thu 04/24 8.0	Fri 04/25 8.0	Sat 04/26 0.0
X test1 REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X 33355555 HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Leave Planner - Employee

Employee's requests for the month are displayed.

The screenshot shows a web browser window titled "WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer". The address bar shows "http://localhost/servlet/com.webtads.view.login.LoginServlet". The page header includes the "WEBTADS TEST (DEVELOPMENT)" logo, a location code "9999", a welcome message "Welcome: URSULA SEAWITCH", system status "System: Normal", and the date "Today is 06/27/2003". A navigation bar contains links: "My Timesheet", "List Timesheets", "Reports", "Administration", "Online Support", and "Logout". Below this is a month selector showing "JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC" and links for "[Edit Timesheet | Edit OT Request | New Leave Request |". The main content area is titled "June 2003 Leave Planner: SEAWITCH, URSULA S" and displays a calendar grid for the month of June. The grid shows days of the week and dates, with leave requests indicated by blue text in the date cells.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 SEAWITCH, URSULA S-AL (8.0)	6 SEAWITCH, URSULA S-AL (8.0)	7
8	9 SEAWITCH, URSULA S-AL	10	11	12	13	14

Leave Planner - Employee

WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://localhost/servlet/com.webtads.view.login.LoginServlet> Go

WEBTADS TEST (DEVELOPMENT) Location: 9999 Welcome: URSULA SEAWITCH System: Normal Today is 06/27/2003

My Timesheet List Timesheets Reports Administration Online Support Logout

Leave Request: SEAWITCH, URSULA S

1 Save for Later 2 Submit for Approval 3 Withdraw

4 Justification

5 Initiator SEAWITCH, URSULA S

6 Approver HOOK, CAPTIAN C

7 Status Initiated

Hour Type	Hours	Requested Days
Annual Leave (AL)	24.0	06/09, 06/05, 06/06
Court Leave (CL)	0.0	
Continuation of Pay (COP)	0.0	
Credit Hours Used (CDU)	0.0	

Calendar...
Calendar...
Calendar...
Calendar...

Done Local intranet

7/22/2003

Employee

1. "Save for Later" saves data without submitting request to the approver.
2. "Submit for Approval" changes the request status and notifies the selected approver. Submitted requests may not be modified.
3. "Withdraw" removes request from leave planner.
4. Justification is required. Request may not be submitted without one.

Employee

5. Initiator – person that creates the request
6. Approver list includes all users allowed to approve request for employee's organization
7. Status – indicates request status (e.g. Submitted, Approved, etc.)
8. Itemized list of all leave hour types and requested hours for the month.
9. Calendar – leaved is request on a monthly basis per day, per hour type

Calendar - Employee

Enter hours on the calendar for a specific hour type.

WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://localhost/servlet/com.webtads.view.login.LoginServlet> Go

WEBTADS TEST (DEVELOPMENT) Location: 9999 Welcome: URSULA SEAWITCH System: Normal Today is 06/27/2003

[My Timesheet](#) [List Timesheets](#) [Reports](#) [Administration](#) [Online Support](#) [Logout](#)

Name: SEAWITCH, URSULA S Tour Type: S Routed: DISNY SSN: 888-88-8881
FLSA: Exempt Part-time Hrs: 16 Phone: 256-555-8888 Tour of Duty: 08:00A-04:30P
Approved: No Approved By: Email: JOHN.DOE@TEST.NASA.GOV [Leave Balances](#) [hide details](#)

June 2003 AL Leave Planner: SEAWITCH, URSULA S

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 0.0	2 0.0	3 0.0	4 0.0	5 8	6 8	7 0.0
8 0.0	9 8	10 0.0	11 0.0	12 0.0	13 0.0	14 0.0
15 0.0	16 0.0	17 0.0	18 0.0	19 0.0	20 0.0	21 0.0
22 0.0	23 0.0	24 0.0	25 0.0	26 0.0	27 0.0	28 0.0

Done Local intranet

7/22/2003

Leave Planner - Organization

Click the LV icon in on the List Timesheets toolbar.

WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer

File Edit View Favorites Tools Help


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Address http://localhost/servlet/com.webtads.view.login.LoginServlet Go


























WEBTADS TEST (DEVELOPMENT) Location: 9999 Welcome: URSULA SEAWITCH System: Normal Today is 06/27/2003

My Timesheet List Timesheets Reports Administration Online Support Logout

Select Organization: DISNY Approve Org DISNY

Normal (04/20/2003 - 05/03/2003)  [hide hours](#)

LV

NAME	PHONE	RT	REG OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	TASKS	OT
 BABOON, RAFIKI R	256-555-9999	DISNY	33.0 0.0	0.0	51.0 0.0	84.0		N					
 BEAR, BALOO B	256-555-5555	DISNY	90.0 0.0	0.0	0.0 0.0	90.0		N					
 BEAUTY, BELLE B	256-555-5555	DISNY	40.0 0.0	0.0	2.0 0.0	42.0		N					
 BELL, TINKER T	256-555-9999	DISNY	0.0 0.0	0.0	0.0 0.0	0.0		N					
 BOY, PINOCCHIO P	256-555-3333	DISNY	0.0 0.0	0.0	0.0 0.0	0.0		N					
 CARPET, ALADDIN A	256-555-7777	DISNY	0.0 0.0	0.0	0.0 0.0	0.0		N					

Local intranet

Leave Planner - Organization

Display requests for all employee within an organization.

The screenshot shows the WebTADS interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: `http://localhost/servlet/com.webtads.view.login.LoginServlet`. The page title is "WebTADS - NASA's Web-based Time and Attendance System - Microsoft Internet Explorer". The main content area displays the "June 2003 Leave Planner - Org: DISNY". The interface includes a navigation bar with links: "My Timesheet", "List Timesheets", "Reports", "Administration", "Online Support", and "Logout". The calendar header shows the months from JAN to DEC, and the "Select Name Format" options are "Full Name" and "Initials". The "Show Hours" checkbox is unchecked. The table below shows the leave requests for each day of the month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	BEAR, BALOO B-SL(8.0)	BEAR, BALOO B-SL(8.0)	BEAR, BALOO B-SL(8.0)	SEAWITCH, URSULA S-AL(8.0) BEAR, BALOO B-SL(8.0)	SEAWITCH, URSULA S-AL(8.0) BEAR, BALOO B-SL(8.0)	

Red arrows point to the leave requests for Friday, June 6th, indicating the specific employee and duration of the request.

Leave Planner - Organization

1. Monthly navigation up to 1 year in the future.
2. Option to display the employees full name or initials.
3. Option to display the requested hours and hour type next to the employee's name.
4. Displays all employees within the org requesting leave on a daily basis.

Approver

- A request is routed to a single request approver.
- The approver is selected from the timesheet approver list.
- Use of the leave planner is up to the discretion of the approver.

Approve / Disapprove

- Approvers have the option to “Approve” or “Disapprove” a request at any time.
- Approved request may be disapproved (and vice versa).
- Disapproved and Expired requests appear at the bottom of the leave planner for the requested month(s).

48 Hour Approval Rule

- Lack of action from an Approver will result in submitted requests automatically be approved after 48 hours.
- 48 hours = 2 business days

Reference Documents

WebTADS Online Support provides additional documentation.

